Accident Reporting Procedures

For incidents occurring at OHBA

In the event of an emergency, the appropriate emergency services should be summoned.

- Call **999** for emergency medical assistance
- Call **999** in the event of a fire
- Call **01865 289999** for University Security Services

In the case of a medical emergency or any other form of accident, however small, you should report it. Examples would include cuts, bruises, needle jabs etc. that occur as accidents or incidents within OHBA.

As a first point of call speak to the lead radiographer or MEG physicist (Juliet Semple or Sven Braeutigam).

Other than for very minor incidents, an accident/incident form should be completed using the University online Health & Safety Incident Report Form: https://oxforduni-remoteforms.info-exchange.com/Incident

The senior radiographer and MEG physicist should also be informed if staff are aware of a near-miss incident, for example where someone could have been injured or put at risk, even if no injury occurred.

Department Safety Officer: Phil Burnet – 01865 223621 - phil.burnet@psych.ox.ac.uk

Centre Safety Rep: Sven Braeutigam – 01865 283816 – sven.braeutigam@psych.ox.ac.uk